



**OPEN EXAMINATION BULLETIN
PUBLIC HEALTH MICROBIOLOGIST I
OPEN SPOT – BERKELEY- RICHMOND
CONTINUOUS TESTING**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated. This is an open examination. Applications will NOT be accepted on a promotional basis.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown above. Applications are available and may be filed in person or by mail with:

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|--------------------------------------|---------------------------|
| DEPARTMENT OF HEALTH SERVICES | (916) 657-1423 |
| 714 P STREET, ROOM 850 | CALNET 8-437-1423 |
| P.O. BOX 942732 | TDD (916) 657-3042 |
| SACRAMENTO, CA 94234-7320 | CALNET 8-437-3042 |

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

CROSS-FILING INFORMATION: If you meet the entrance requirements for this class and for Public Health Microbiologist II, scheduled at the same time, you may file for both examinations on a single application. Indicate the class title(s) for which you are applying in Section 1 of the application Form STD. 678.

SPECIAL TESTING INFORMATION: If you have a disability and need special arrangements, mark the appropriate box in Section 2 of the application Form STD. 678. You will be contacted to make specific arrangements.

FINAL FILING DATE: There is no final filing date. Filing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

SALARY RANGES: \$3110. - \$3568. Range A per month.
 \$3405. - \$4103. Range B per month.
 In addition to the salary, incumbents receive Recruitment and Retention of \$300 dollars a month.

Range A. This range shall apply to persons who do not meet the criteria for payment in Range B.

Range B. This range shall apply to persons who have satisfactorily completed the equivalent of six months of Public Health Microbiologist I, Range A, experience and may apply to persons who have possession of a valid Public Health Microbiologist's certificate issued by the California State Department of Health Services and one year of experience performing microbiological analyses in a public health or comparable laboratory. (Successful completion of the equivalent of eight quarter units of postgraduate work in the field of microbiology [i.e., Bacteriology, Virology, Mycology, Parasitology, or Immunology] may be substituted for six months of experience.)

INTERVIEW DATE: Competitors will be notified of examination dates.

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: Under direction, performs, interprets, and reports appropriate tests on diagnostic and reference specimens; conducts and reviews quality control procedures; assists in training technical and professional personnel, in developing procedures, in evaluating work of clinical and public health laboratories, and in preparing data for publication; directs work of laboratory assistants and technicians; and does other related work.

Positions exist in Berkeley and Richmond.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), (and range if applicable). College course information **MUST** include: title, semester or quarter units, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement.

Possession of a valid Public Health Microbiologist's certificate issued by the California State Department of Health Services. (Possession of a Baccalaureate Degree with a major in Medical or Public Health Microbiology or equivalent subjects and six months' training in a public health laboratory or the equivalent are required for certification. Applicants who do not possess the required certificate but who are eligible for the examination for certification will be admitted to the examination, but they must secure the certificate before they will be considered eligible for appointment.)

DESIRABLE CHARACTERISTICS: Color vision adequate to successfully perform the job.

EXAMINATION INFORMATION: Qualifications Appraisal – Weighted 100%.
This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained.

SCOPE: In addition to evaluating the candidates relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

- 1. Bacteriological, virological, mycological, parasitological, serological and other microbiological principles, techniques, equipment, and terminology used in the laboratory for the detection and identification of disease agents.
- 2. Quality control procedures applicable to general field of microbiology;
- 3. Principles, techniques, and terminology used in immunology the examination of food and water.
- 4. Common causes of disease and methods of transmission and control of communicable diseases.
- 5. Available laboratory scientific resource materials.
- 6. Working knowledge of laboratory equipment and its care.

ABILITY TO:

- 1. Perform microbiological laboratory tests.
- 2. Do varied and difficult laboratory work.
- 3. Provide technical guidance to assistants.
- 4. Maintain records and make reports.
- 5. Analyze situations accurately and take effective action.
- 6. Work cooperatively and effectively with others in a laboratory setting.

ELIGIBLE LIST INFORMATION: Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 18 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE: Veterans' preference credits will not be granted in this examination, since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the date of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board office, through the Internet at <http://www.spb.ca.gov>, at local offices of the Employment Development Department, and the Department noted on this bulletin.

If you meet the requirements stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of candidate's recognition of own training needs, plans for self-development, and the progress made in efforts toward self-development.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open non-promotional examinations. Credit in open examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open non-promotional examinations is granted as veterans preference points are on the Veteran Preference Application Form 1093 which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
The California Relay (Telephone) Service for the Deaf or Hearing Impaired:
MCI From TDD: 1-800-735-2929 MCI From VOICE TELEPHONE: 1-800-735-2922
Sprint From TDD: 1-888-877-5378 Sprint From Voice Telephone: 1-888-877-5379